

PARTICIPATION GENERAL TERMS & CONDITIONS

INTRODUCTION

These General Terms and conditions are referred to **PICK&PACK 2020** (hereinafter referred to as "The Event").

Art. 1 – General Information

1.1 Name of the event: PICK&PACK

1.2 Venue:

CCIB - Centro Convenciones Internacional de Barcelona,
Plaza de Willy Brandt 11-14 - 08019 Barcelona
Tel: + 34 93 230 10 00 / Fax: +34 93 230 10 01 (Barcelona) España
(hereinafter referred to as "Fairgrounds")

1.3 Type: National and reserved to Industrial related professionals, duly qualified, and/or with invitations released by The Organizer, by the Exhibitors or Partners, with paying access.

1.4 Dates:

Assembly: from 9th February to 11th February, 2020

Celebration: from 12th to 14th February, 2020

Dismantling:

- 14th February, 2020 (**only material by hand or trolley**).
- 15th February, 2020

1.5 Opening hours:

Assembly: from 9th to 11th February, 2020, from 08.00 to 20.00 h.

All the stands included in the participation packs provided by the Organizer will be delivered on February 11th starting at 10.00 h.

Celebration: 12th to 14th February of 2020: Exhibitors 12th & 13th February from 08.30 to 20.00 h | Exhibitors 14th February from 09.00 to 15.30 h | Visitors Congress 12th & 13th February from 10.00 to 18.30 h | Visitors Congress 14th February from 10.00 to 15.00 h | Visitors Exhibition Area 12th & 13th February from 09.30 to 18.30 h | Visitors Exhibiton Area 14th February from 09.30 to 15.00 h.

Dismantling: On 14th february from 15.30 to 20.00 h (**only material by hand or trolley**). On 15th February from 08.00 to 20.00 h.

The Organizer reserves the right to modify the opening hours and the dates of the Event, at its sole discretion.

1.6 Organizer: NEBEXT – Next Business Exhibitions (hereinafter referred to as "**The Organizer**").

CIF: B87396818

HQ: Calle O'Donnell, 12 planta 2ª - 28009 Madrid (Spain) | Benet Mateu, 40 - 08034 Barcelona

P: +34 931 593 649

E: exhibit@pickpackexpo.com

Website: <https://www.pickpackexpo.com/>

Worldwide offices: Barcelona, Bologna, Brussels, Frankfurt, Madrid, Mexico City, Moscow, Sao Paulo, Shanghai, Silicon Valley, Tel Aviv, Toronto.

It corresponds to the Event Direction, the interpretation and the fulfillment of the present General Conditions of Participation for Exhibitors. The Event Direction will attend directly to everything related to the application of these General Terms & Conditions of Participation for Exhibitors, will supervise the organization of the whole event, satellite events, and will coordinate the Technical Secretariat of the Congress.

Art. 2 – Objective of the Event and Exhibiting sectors

The Event is a professional Trade Show & Congress designed to be a showcase and networking space to show the last innovations and technology for industry professionals as: Food and Beverage, Distribution, Chemistry and Pharmacy, Cosmetics and Beauty, Automotive, Textile, IT, Electronics, Consultancy, Human Resources, Transport, Retail / non food, Industrial goods, Logistics services,...

The exhibiting companies are related to the following sector:

PICK: INTRALOGISTICS

1. Storage
2. Forklifts and Accessories
3. Logistic robotics
4. Charging Systems
5. Labeling and Coding
6. Pallets and Containers
7. Security systems
8. Transportation
9. AGVs (Automated Guided Vehicles)
10. Consulting
11. Other Intralogistics

PACK: PACKAGING

12. Machinery and Components
13. Consumables
14. Packaging and Materials
15. Control and Inspection Systems
16. Luxury Packaging
17. Materials for Packaging
18. PLV / DISPLAYS
19. Ecopackaging
20. Third Parties Packaging Services
21. Transformers and final packaging
22. Control and inspection
23. Identification and Printing
24. Printing Machinery
25. Design
26. Services and Consulting
27. Other Packaging

INDUSTRY 4.0

28. Software and PLC
29. Digital Manufacturing
30. Big Data
31. Additive Manufacturing / 3d Printing
32. Industrial Cibersecurity
33. Industrial Cloud
34. Iot
35. Artificial Intelligence
36. Industrial Sustainability

STAKEHOLDERS

37. Associatons / Institutions
38. Education
39. Publications

The event also will have held demonstration areas and first level conferences programme where industrial sector professionals will discover the last trends and innovations.

Art. 3 – Exhibition Limitations - Admission

3.1 Exhibition Limitation: Only products and services represented under the sectors contained in the signed Participation Contract, which represents an integral and substantial part of these General Terms and Conditions, may be exhibited.

3.2 Admission: Any country companies are entitled to be part at the Event, provided their activities fall within the object of the Event and participating under the Categories (Partner, Exhibitor and Newcomer) (henceforth the “Exhibitors”). Admission to the Event is dependent on the acceptance of the Participation Contract (henceforth the “Participation Contract”) by The Organizer Admittance to the Event and the subsequent stand allocation, shall be granted dependent on the package and area indicated in the Participation Option contracted, the amount of exhibition space available bearing in mind the types of products and services to be exhibited and the date of the Participation contract reception. Admittance shall not however be granted to the Event to those Exhibitors who are in debt for whatever reason with The Organizer or Exhibitors that are in a condition by which one may reasonably presume that they are in danger of becoming insolvent or entering a period of crises. The Organizer reserves the right to refuse and/or revoke admission to the Event where it believes, based on its own unquestionable judgment, that the applicant does not have appropriate credentials. In this case The Organizer is not required to provide any justification for its decisions. The refusal and/or cancellation of admittance will not entail any form of reimbursement for damage or interest. The participation in one or more of the previous editions of the Event does not grant the Exhibitor any automatic right to participate in a subsequent Event edition.

Exhibitors must be attending their stand during the Event opening hours and cannot start the stand dismantling until the Event closes the last day. The Organizer reserves the right to close the stand or the facilities that break the conditions of the present General Terms & Conditions for Exhibitors.



The Organizer will name an Admission Commission, which will supervise all the requests of admission as exhibitor and which will visit all the stands and will verify that the exposed material answers to PICK&PACK 2020 philosophy. Those products and/or the advertising of the same ones that, to criterion of this Commission, do not fulfill these requirements and the present General Terms & Conditions of Participation for Exhibitors, will not be admitted into PICK&PACK 2020.

The exhibitors will facilitate to the Organizer, at least one month before the Event a detailed relation of products, services and brands that they want to expose in their stand.

Art. 4 – Participation fees

The fees charged by The Organizer will be the ones indicated in all the Participation documents for the 2020 edition. These fees are applied to the entire surface of the spaces occupied, within the same perimeter by the same company.

4.1 Participation fee: Covers everything specified below: All the benefits indicated in the Participation kit plus administrative and secretarial costs, inclusion in the on-line catalogue, promotion of the Event which may even include the organisation of: events, conferences, hospitality costs for journalists, speakers, professional and international delegations, as well as study and research activities which may even be performed in collaboration with Trade Organisations; technical assistance provided to the Exhibitor during the Exhibition and during the setting up and dismantling days; general surveillance of the pavilions and general fire prevention; Exhibitor passes. Each Exhibitor standholder will be provided with a number of passes in proportion to the Participation Options contracted. The Exhibitor will have the right to purchase extra passes beyond those already granted at a unit price established by The Organizer, to be used exclusively for personnel manning the stands. Basic cleaning (carried out during pavilion closing hours which includes: cleaning of floors in corridors and aisles and emptying of rubbish bins and removal of the garbage left in the stand perimeter at the end of the day, A Civil Liability and Property Damage Insurance Policies detailed in Art. 19.

4.2 Co-Exhibitor Participation fee: Includes the insertion of the co-exhibitor in the on-line catalogue and in the event guide. A specific Participation Contract for each of the co-exhibiting companies that will be using the same primary exhibitor space has to be signed and submitted to The Organizer. A fee of 300€ + VAT will be applied for each of the co-exhibitor companies applying, who will be able to benefit from all the considerations mentioned in the Co-Exhibitor Participation Contract itself.

Art. 5 – Participation Contract and Payment Terms

5.1 Participation Contract: The Participation Contract in the original, duly filled in and signed must be delivered to The Organizer by and not later than 10th January, 2020. The Participation Contract may not contain reservations nor conditions of any kind, on penalty of being inadmissible.

In case the Participation Contract is received by The Organizer after the deadline and is nevertheless accepted on the basis of a merely discretionary assessment by The Organizer, the latter will not be in any way required to comply with the deadlines for delivery of the participation documents to the Exhibitor. Participation Contracts received after the registration deadline will be placed on a waiting list.

5.2 Payment Terms: The Participation Contract must contain the indication of the Participation Option contracted and must be accompanied - on penalty of inadmissibility - by the payment of an invoice/s calculated on the basis of the criteria indicated above:

- 1st Payment Term: 50% of the total cost of the Participation Option contracted at the signature, upon receipt of invoice from the Organizer and with a due date of 10 days from the invoice issue.
- 2nd Payment Term: remaining 50% of the total cost of the Participation Option contracted plus additional services (if it's the case) after the final space allocation and the final invoice issue from the Organizer with a due date of 10 days.

From 7th January 2020, shall be paid 100% of the total cost of the Participation Option contracted at the signature, upon receipt of invoice from the Organizer.

The additional products or services contracted shall be paid maximum before the start of assembly of the event, all before **7th January**.

In case of non-compliance of the payment conditions specified, the Organizer shall be entitled to offer the space booked for any other applicant company.

The first payment does not constitute acceptance of the Participation Contract by The Organizer.

Should the Participation Contract not be accepted by The Organizer the amount paid as specified in the 1st Payment Term will be returned to the Exhibitor. The organizer is entitled to reject Exhibitors, in its own discretion, in case the Participation Contract is not followed by the payment of the first invoice inside the payment terms. Failure to sign the Participation Contract, or the failure to pay the first invoice, grants The Organizer the right to reject the request.

It will not be allowed initiate the assembly of the stand to those Exhibitors that have outstanding debts with The Organizer.

5.3 Payment Methods: All payments should be made to Nebext – PICK&PACK 2020 by bank transfer to the indicated Bank Account:

BANCO DE SABADELL

IBAN: ES08 0081 0131 5200 0118 3222

BIC: BSABESBB

Ref: To ensure that your payment is registered correctly, please indicate the client code and invoice number in the bank transfer.

Art. 6 – Withdrawal

The Exhibitor has the right to withdraw from the event by communicating it to The Organizer with a registered letter with proof of receipt (forwarded in advance by email) within the following conditions:

- **Before 18th November 2019:** It is understood that The Organizer will have the right to withhold 50% of the total cost of the Participation Option contracted. The Organizer as an indemnity will allocate half the amount to offset the costs incurred by the withdrawal and as a sign of goodwill, the other half would be regarded as a deposit by the Exhibitor in the case of desire to participate in the next edition of The Event.
- **After 18th November 2019:** If the Exhibitor sends the communication beyond the expiry of said term (or does not send any communication), in any case (even if the Exhibitor decides not to take part) he will be required to pay 100% of the total cost of the Participation Option and all set and installation costs for the services ordered and/or performed on the booked site, all taxes paid on behalf of the Exhibitor as well as any damages The Organizer and/or the Event may suffer due to said withdrawal. The Organizer as an indemnity will allocate half the amount to offset the costs incurred by the withdrawal and as a sign of goodwill, the other half would be regarded as a deposit by the Exhibitor in the case of desire to participate in the next edition of The Event.

In both withdrawal instances, The Organizer in any case reserves the right to allocate the stand to another Exhibitor, without this possible allocation in any way prejudicing or limiting its right to request the indemnities described above.

Art. 7 – New Law on VAT for Foreign Exhibitors

7.1 As from January 1st 2011, in accordance with the Legislative Decree no. 18/2010 in Participation Contract of the EU directive no. 8/2008, foreign Exhibitors liable for taxation are not required any longer to pay the VAT on participation fee, stand fee and services connected with the event, with the exclusion of non commercial Companies (for example private individuals); in order to identify the type of Exhibitor (Company liable for taxations/non-commercial Company or private individual), before the issuing of the invoice it is essential to receive the VAT number/ID code proving the status of company and not of private individual. It is therefore absolutely necessary that Participation Contracts are sent with the above information, otherwise invoices will have to be issued with the Spanish Value-Added Tax. Entrance tickets will still remain subject to Spanish VAT for all exhibitors (Spanish and international).

7.2 All Foreign Exhibitors interested in VAT: To request refund of Value Added Tax to a non-resident of the territory of application of the aforementioned tax, said non-resident must compulsorily appoint a tax representative in Spain to complete all the formalities before the body or office of the tax authorities, which in Spain is:

Delegación Especial de la Agencia de Administración Tributaria de Madrid - Sección de Regímenes Especiales

C/ Guzmán el Bueno, nº 139

28071 Madrid

Tel: (+34) 91 582 67 67 / 91 582 67 39 / 91 582 66 08

Fax: (+34) 91 582 67 57

Should the non-resident not have a tax representative, it should consult with specialist companies or the relevant body in its country of origin (Chamber of Commerce, tax authorities, etc.).

Art. 8 – Notification of Space Assignment

The Criteria for Space Assignment will be as follows in the order shown below (starting with 1):

1. **Participation Package contracted:** Being assigned in the following order: 1. *Global Partner*, 2. *Event Partner*, 3. *Exhibitor L Premium Area*, 4. *Exhibitor M Premium Area*, 5. *Exhibitor S Premium Area*, 6. *Exhibitor M Business Area*, 7. *Exhibitor S Business Area*, 8. *Newcomer Start-up*.
2. **Participation Contract Reception Date:**

In equal conditions for criteria 1 and 2 the order of choice will be decided by the one with additional Booth or Unique Sponsorship Opportunities contracted. PICK&PACK 2020 management Team will inform exhibitors of the development and outcome of the space assignment shall be communicated by The Organizer by e-mail. The Organizer cannot however be held responsible if the e-mail is not received. Notification of space assignment is valid for the Exhibitor to whom it is addressed. The surface area, type of space and position requested by the Exhibitor in the Participation Contract is not binding for The Organizer, which may assign a space with different measurements, layout and position from those indicated by the Exhibitor, if the requests made by the Exhibitor are not, at the sole

discretion of The Organizer, compatible with the overall organisational needs or with exhibition spaces dedicated to specific goods sectors, or with the standard characteristics of the exhibition areas in general.

Assignment of a certain area or exhibition typology or space at a previous edition of the Event shall not represent a preferential right to obtain of the same area or exhibition type, or space for subsequent editions.

The Exhibitor is obliged to respect the size of the space assigned. Occupation of more exhibition space than that assigned shall lead to an extra charge calculated according to the Rates. No business may take place outside the assigned exhibition space, even with a view to avoiding interference with the activity in other stands, nor may the corridor and/or area behind the space be used. The Organizer reserves the right to modify the location of the space, even if already assigned, or to change the measurements, should this become necessary due to technical and/or organisational reasons and will not entail any form of reimbursement for damage or interest for the Exhibitor. The barter, transfer or sale of the space contracted by the Exhibitor to a third party remains expressly prohibited. See Art 4.2 regarding Co-Exhibitors fee as the only option to share space with other companies.

Art. 9 – Assembly and Dismantling

9.1 Assembly and Dismantling:

Assembly: 9th & 11th February from 08:00 to 20:00h

All the booths included in the packages provided by The Organizer will be available on Tuesday 11th February from 10:00h.

Dismantling: on February 14th from 15.30 to 20.00 h (**only material by hand or trolley**). On February 15th from 08.00 to 20.00 h.

The Organizer reserves the right to modify the opening hours and the dates of the Event, at its sole discretion.

Access: Goods entrance by 2 access:

- Pl. Willy Brandt, 11-14 (+41°24'31.77" +2°13'5.55")
- Pl. Leonardo da Vinci (Pl. Fórum) (+41°24'37.34" +2°13'10.22")

In any case will be allowed the vehicles access inside the venue, all goods and material has to be managed by forklifts or electric forklift trucks. Those can be contracted through the venue official supplier: RESA LOGISTICS.

The Organizers will inform the guidelines to coordinate the vehicles approach the fairgrounds or limit admission timings before, during and after the event.

Except the load and unload timings, ALL the vehicles should be removed of these areas. Otherwise the vehicle owner will be responsible of potential fines to park in a pedestrian area.

Goods withdrawals will be the last event day: on 15th February of 2020 from 19.30 to 20.00h will be allowed the goods withdrawal only for exhibitors, and by the access: Pl. Willy Brandt, 11-14 / Pl. Leonardo da Vinci (Pl. Fórum).

Will not be allowed the vehicles access inside the venue. For security, the loading dock doors will be closed until last visitor have been out of the venue.

It is mandatory remove all decorative items, advertisement (roll ups, vinyls, posters, etc.) as own lighting equipments. Any damage in those items removal will no be responsibility of The Organizers. Exhibitors will be responsible to inform about these Participation General rules provisions to their suppliers, to carry out the load and unload goods works as the transport.

9.2 Electricity:

- **Stands Pack or Directly contracted to The Organizer:** All the Exhibitors' stands included in the Participation Package or contracted through the Organizer will have included in its price the electric connection and consumption indicated in Participation Kit. Any ampliation has to be contracted as an additional service.
- **Free design Stands:** In case Free design stands (upper 80m2) the Organizer will not be responsible for any connection. Those has to be done through the booth's construction Company and mandatory to request them through the Exhibitor Hub (the service will be provided by CCIB).

Only CCIB will be authorized to provide electrical panels from the pit. The Exhibitor has to contract an electrical panel to CCIB and pay the electricity related to the contracted power.

The power equal or upper 50KW requires an Electrical Project. It is mandatory to present an electrical project made by a Technical Engineer to the Organizer Technical Office and CCIB.

The Exhibitors have to calculate the required power for their stands according to the number of devices connections, as the necessary voltage request (220V or 380V).

The electric power from the CCIB pits is 32A 380V. The necessity of a higher power will have associated an extra cost in due the power ampliation and will be done by quotation.

The primary circuits differential protection is 30mA and they are not the super immunized type.

It is Exhibitor/assembler/electrician responsibility to inform how is going to connect the electrical panel provided by (CETAC, etc.).

In case the assembler/electrician bring their own electrical panel, it is mandatory connect it to the electrical panel required by the Exhibitor and provided by CCIB.

CCIB only can provide electricity power from the ground venue pits. The Exhibitors accept the electrical installation way by the adjudicated spaces to provide the services to other stands.

9.3 Water: Only the stands with a water supply manhole in the space can be provided this service. The expenses to set up the wooden platform to hide it, will be account of Exhibitor. When the stand needs a wooden platform, the Organizer will be informing to the Exhibitor as its set up day and timing. If the Organizer do not have this information, will not possible to provide the service even will not be a payment return. The water supply service only includes the water pipeline and water drainage hose, not the connection with any other item. Will be Exhibitor/assembler responsibility know how to connect the material to the facilities provided by CCIB.

9.4 When the stand has wooden platform, should be comunicated to CCIB with one week in advance. Indicating set up's day and timing.

9.5 During assembly and dismantling days in general, and during celebration days, it is not allowed to leave materials in other exhibitors' spaces or in corridors and common areas have to be free for people and materials transit.

9.6 All the products and valuable materials must be removed at the event ending. (The mandatory insurances not include lacerny neither theft).

9.7 It is not allowed the storage inside the Pavilion. For this service, check storage section in Exhibitor Hub private area.

9.8 Waste removal (Ecotasa) and assembly/exposition materials: All the exhibitors, as the contracted companies to do the stands assembly/dismantling are requested to assemble, dismantle and remove the used materials during the established times periods. Once dismantling schedules are finished, all remaning materials will be considered as a waste and will be removed by CCIB. The exhibitors will not have any right to reclaim damages in due these materials. Also, the removal expenses will be account of exhibitors or their assembly Company in accordance CCIB fees – established in Fare Rate/Ecotasa: 50€/m²- these expenses will be invoiced by the Organizer.

9.9 Compressed Air: CCIB do not have a compressed air fix net, in case will be necessary to supply it will be quoted the service directly to the Exhibitor. In accordance, the following rules:

- **Compressors:** the compressors will be located in Pavilion outdoors. However, there is a Pavilion area where it is not possible to locate the comprerssors in Pavilion outdoors, therefore, have to be located inside the stand. In these cases, the power will be limited to 3cV, taking the noise insulation and protection necessary measures to avoid the noise (should not exceed 60 dB).

- **Bottles:** only will be allowed one bottle as máximo 14 Kg/stand. The bottle has to be inclined along the ground, with the head supported on the basement, leaving the key in upper part. Empty bottles should not be stored in the stand (as fulfillment rules in regards Pression containers and pression devices).

Art. 10 - Stands Construction Rules

Exhibitors who have not paid the balance of their exhibition or additional services fee shall not be granted entry to set up their stands. Any defects or shortcomings discovered when the Exhibitor takes possession of the exhibition space for setting up the stand and laying out of goods must be reported to the Customer Care – Exhibitors Assistance. In order to access the Fairgrounds, Exhibitors must follow the instructions given in "Provisions for setting up and dismantling", which will be sent by The Organizer, containing details regarding layout of spaces and deadlines for setting up stands. The Exhibitor shall be responsible for all organization and costs incurred for setting up the stand and shall strictly observe the Participation General Terms and Conditions indicated by CCIB and the layout plan and The Organizer Technical Regulations. He shall also provide The Organizer with his stand layout project beforehand for approval. The Exhibitor undertakes to fit out the entire area assigned and to display products he manufactures belonging to the Event merchandise repertoire on his stand for the entire duration of the Event. Products exhibited must be positioned in such a way that they are not considered offensive or could be dangerous. The stand must be laid out in such a way so as to avoid obstacles or objects that hinder access to the exhibition areas.

The Organizer reserves the right to amend the assembly periods and times should it deem necessary. The interior decoration of the stands will be a responsibility of every Exhibitor, according to his own criterion and convenience. The stands included in the Participation package or ordered through the Organizer must be returned in equal condition to how they were received, not being able in any case drill, vynilate, paint or damage the walls. The damages originated by inadequate treatment will be charged to the Exhibitor.

It is forbidden to affect in any way the facilities of the pavilion, not being allowed to paint, drill or fix screws in any structural elements of the pavilion and neither to hang signs, brands or drawings in the ceiling or walls. All the decorative elements will have to be installed in supports mounted by the exhibitor.

10.1 Assembly Regulation: The maximum stand height allowed is 3.00 m. If the stand proportions so allow, and provided that the view is not obstructed, constructions exceeding this maximum height, shall be permitted (after prior consultation and written approval from The Organizer) up to 5.00 m of maximum height (including any stage and any projects with mezzanine floors and in the pavilion areas without height restrictions) but taking in consideration leaving at least 1.00 m distance from the stand perimeter to the inside; this maximum height dimension must also contain all stand structural elements and all graphics (trademarks, logos).

In the case that the Exhibitor needs to hung any decorative element from the pavilion ceiling, an approval from CCIB will be needed. Once feasibility has been vetted by the The Organizer offices, the Exhibitor may be allowed to install "Lighting and support bars and Hangings":

- The hanging of perimeter bars at a height of 6.00 m. is only granted for lighting purposes;
- Graphic elements may be hung from bars provided they do not exceed a height of 5.00 m. at the highest point; where stands are side by side these must be set back by 1.00 m. and all graphics and supporting bar structures will have to be free-standing. The height of the stand must not interfere with the smoke detectors or other security elements located in the pavilions.

10.2 Stand Projects approval: Stand projects must be forwarded by **8th January of 2020** to The Organizer.

The stand project, complete with floor plans and measured elevations must be sent by e-mail to the Organizer Operations Department: pck@servisgroup.es

This deadline does not apply to those who have included the stand in their participation package or have requested their stand through official partners.

The Organizer reserves the right to request Exhibitors to provide the projects for all stands, regardless of their surface area or height. The Organizer via their Operations Department will verify the stand projects in relation to Event and venue Technical Regulations and will provide feedback on the project by approving it or requesting further compliance with the above regulations. Once the projects have been approved the Exhibitors, independently at their own expense, will see to the installation of the perimeter walls and flooring of their stands. The upper part of the stands must be finished in a workmanlike fashion; the walls abutting on the other stands, as well as being finished in a workmanlike fashion, must also be neutral in terms of colour; access must be guaranteed to all utility systems even in the event of carpeting etc. or raised floor sections; for materials to be hung from the ceiling please refer to the Dispositions contained in the Technical Regulations of The Venue. Failure to receive the correct documentation or approval of the stand project from The Organizer will not enable the Exhibitor (or stand fitters) to set up their exhibition stand.

The link of stands or islands on either side of a corridor either by unifying carpet, aerial structures, lighting, etc. is not allowed, although they belong to the same company or group of companies.

The design and decoration of all stands must correspond with authorized; the backs of all the decorative elements visible to the public should be properly covered. Any object that does not meet these requirements may be withdrawn by the Organizer.

All Exhibitors with more than 20 sqm space are required to build a stand which must include at least walls next to the pavilion walls or adjacent stands. These walls must have a minimum height of 2.50 m.

All walls with neighboring stands should have maximum 3m height and with a distance of 1m from it, all the elements could have a maximum height of 5m.

Shared islands, towers and other surrounding elements with neighboring stands can only be labeled on the sides facing the booth itself and not on the sides facing the neighboring stand, regardless of the height of these elements. To label all sides, it is mandatory setback 2m of the perimeter with the neighboring stand.

The total closure of a side wall shall not be authorized, and must be open and accessible at least the 25% of it. It may only be allowed to cover 100% of all perimeter sides walls if they not exceed 1.25m in height.

In the case of perimeter walls with a height exceeding that limit of 1.25m facing the corridors of common use, there must be a minimum distance of 1.50m between the wall and the corridor.

Any decorative element protruding from the stand (maximum 50 centimeters) will be located at a minimum height of 2.5m.

It will be allowed to cover the pillars within the stand space up to a maximum height of 5m. Those stands built on a platform of height equal to or greater than 19mm shall have at least one wheelchair access ramp 1.20m wide at least.

10.3 Mezzanine floors: It is not allowed to build mezzanine floors except in case the Organizer authorization and within project presentation signed by a competent technician, who will have to be verified through the corresponding college before **8th January 2020**. The project will have to include the dimensions, the load of use and the appraisal, being an exclusive responsibility of the Exhibitor, the fulfillment of the limits specified in the same one. Rails and protection in level changes will be designed according to the in-force regulation and under the dispositions established in the Technical Code of the Building. The documentation demanded in this complex construction will be: descriptive Memory, structural Project of static calculation, Risk evaluation and preventive measures and profesional certificate.

10.4 Stand's Security: Stand construction, installation of objects to be exhibited and advertising supports must be of an adequate stability to guarantee public safety. Platforms which are situated more than one metre from its lowest point must be surrounded by a handrail with a minimum height of 90 cm, with middle rail and skirting board.

Materials employed in different types of construction must meet applicable regulations. Amongst the provisions of the different regulations, worthy of especial note is the fire resistance of materials, such as those used for covering floors, which shall be of M3 level, and that used in the construction of walls and ceilings, which shall be M2. Similarly, decorative elements employed should not be easily inflammable.

Inflammable materials may not be used for the construction or assembly of stands. Fabrics must be fire retardant AT ORIGIN (MANUFACTURE) and should include the relevant certificates.

The use of spray pistols, as well as celluloid lacquer paint, to paint inside the halls, is strictly forbidden. This prohibition extends to inflammable liquids and the use of aerosols containing gas.

All work benches and manual saws for the cutting of wood must be equipped with the relevant bag and suction system for the sawdust and shavings produced. Protective devices must be used in the cutting areas and mobile elements. Under no circumstances shall the use of these inside the hall 36 hours before opening be permitted.

Work equipment used in build-up and breakdown must bear the CE mark and be in a perfect state of use.

It is not allowed the use of helio ballons inside the venue.

During welding work, the relevant permit must be applied for, the area sufficiently protected and a fire extinguisher property of the applicant to hand, reviewed in accordance with regulations, to avoid possible fires.

The fuel tanks of vehicles with a combustion motor on display must be completely empty.

Receptacles for rubbish or litter on the stands must not be made of inflammable material. Waste paper bins and rubbish containers must be emptied every evening at closing time in the containers provided for this purpose.

The storage of any kind of packaging on the stand is strictly prohibited.

The edges of display cabinets must be sanded down or protected in such a way that there is no danger of inflicting cuts. Glass doors or any other glass construction must display warning signs at eye level.

The edges of organic glass must be properly protected to avoid them catching fire.

For safety reasons, during build-up and breakdown, no material or working tools that may obstruct movement may be left in aisles.

In accordance Law 28/205 of 26th December, it is totally avoided smoke inside the venue.

All materials must remain within the limits of the stand space. The Cleaning Services shall remove objects deposited in the aisles, with no right to claim compensation therefor.

Under no circumstances whatsoever may any illuminated signage, fire extinguishers, fire hydrants or other protective equipment or material be covered or obstructed, nor may any emergency exits be blocked.

Inflammable products may not be stored in offices, warehouses or in column enclosures. Equally, access to connection boxes (electricity, telephone, television, gas, water, compressed air, etc.) and accesses to Hall offices and equipment must not be locked. The installation of air-conditioning units with warm-air condensation is prohibited inside the Halls. As the use of any unit with gas use.

10.5 Evacuation of smoke and gases: Any smoke or fumes originating from materials on exhibition which could be prejudicial to health or constitute a nuisance to everyone else, must be eliminated from the halls. To this end, the exhibitor should allow for the construction of an extraction conduit made from flame-resistant material according to the regulations, the cost of which will be payable by the Exhibitor.

The possibility of carrying out this kind of construction must be discussed in advance with the Organizer.

Art. 11 – Moving Equipment and Machinery

Moving equipment is admitted as long as it does not constitute a danger and/or nuisance. However, all machinery must comply with all the current and/or anticipated provisions in order to prevent accidents, bad smells, noise and gas and liquid emissions.

The Exhibitors must, at their own time and expense, comply with checks of the above and make sure they comply with the provisions established by law and current regulations and obtain the correct permit from the competent authorities.

The Exhibitor has to consider the ground resistance is 2.500 Kg/m², this is why the use of cranes or crane truck are not allowed inside the venue. The machines must be loaded outdoors pavilion and delivered on the stand through heavy machinery roller skates and hydraulic jacks.

The heavy machinery loading will be on **10th February of 2020** during the morning to not interfere in stand's constructions.

The heavy machinery loading in Pavilion outdoors and the transfer to the final position on the stand will be a RESA EXPO exclusively task (events' official manipulator). During this action, the exhibitor has to be onsite to sign the delivery order and indicate the machinery exactly location.

Art. 12 – Event Access and Badges

12.1 Visitors Passes: Access to the event Halls and Areas will be allowed only to all professionals by invitation of a Partner, Exhibitor or the Organizer or being registered online through the Event website or onsite in the Registration Area. The admission fees are detailed at the Event Website.

Partners and Exhibitors will have a number of invitations depending on the Participation Package acquired and as detailed in the Participation kit.

In compliance with the provisions of the European General Data Protection Regulation 679/2016 of April 27, all the data voluntarily supplied by visitors expressly authorize its use in the communications, including these carried out by

e-mail, that NEBEXT carries out for promotional or information purposes on the activities that they organize and/or support with their logistics.

NEBEXT will also be able to give their information to the exhibitors or sponsors allowing them to contact them to offer their products and services that may be of interest to them related to the professional shows organized by NEBEXT. The organizer reserves the right of modify the Event admission fees at its sole discretion.

12.2 Exhibitor badges: Each exhibitor will have a number of badges depending on the Participation Package acquired and as detailed in the Participation kit. The exhibitor badges will be personal and non-transferable. All Exhibitor Badges must be requested through the Exhibitor Hub.

12.3 Working badges: To start stand building works it is required do not have any outstanding amount with the Organizer or CCIB. During assembly and dismantling periods only be allowed to access to the Exhibition hall people working for the exhibiting companies or the exhibitors itself. It is required show ID card or Passport of each assembler/exhibitor to security staff (on loading access) to get the accreditation pass. **IT NECESSARY WEAR SAFETY SHOES, OTHERWISE DO NOT BE ALLOWED THE ACCES TO THE VENUE.**

12.4 Admission rights reserved: The organization reserves the right of admission and may invite to leave PICK& PACK 2020 any person whose behavior does not conform to the most basic standards of conduct.

We ask all exhibitors to use their invitations and badges in a responsible way in order to guarantee the professional objectives. Visitors under 18 years old only can access to the event in adult company accredited as a profesional visitor and paying the entrance fee. The non-profesional visitors will not have access to the venue.

Art. 13 – Risk prevention, Surveillance and Fire prevetion

13.1 General Information: It is required to wear safety shoes denying the acces to any person without this must.

Exhibitors and companies building up stands undertake to comply and make their contractors and subcontractors comply with relevant workplace safety regulations applicable to the work carried out by them or, as the case may be, by their contractors or subcontractors.

Each Exhibitor is obliged to strictly comply with all the legislation system in force regarding health and safety in the workplace and with legal, welfare and social security legislation for the entire duration of the Event, including during the setting up and dismantling of stands and every other connected activity.

Companies participating in build-up and breakdown work must:

- Have implemented a preventative type (Art. 30 of Spain's Prevention of Workplace Risks Act 31/95)
- Have a safety report with a description of the work to be performed and an evaluation of the activity's risks and preventative measures.
- Have a list of the names of participating workers, that will be provided to the Organizer, as vehicle details which needs the access to the CCIB loading dock.
- To provide their workers with individual protection equipment which must compulsorily be used during build-up and breakdown work.
- Without exception, any material used must comply with current legislation with regard to prevention of labour risks, and with the Ministry of Industry regulations in force at any given time.
- Exhibitors and the companies contracted by them involved in the assembly and dismantling of stands must immediately notify the Head of Service of the Hall of any accident or incident which may have repercussions of any kind on those involved or on third parties.

During build-up and breakdown days, those aged under 18 may not enter the halls.

13.2 Public Order and limited capacity: The Organizer, exhibitors, contractors and/or subcontractors and their dependent staff, are obliged to enforce the law in public order and citizen security. The CCIB has a limited capacity in each area depending on the kind of event wich the Organizer knows.

13.3 Security and surveillance: During build-up, exhibition and breakdown, the Organizer shall be responsible for the general security of the showgrounds, access control and external surveillance, as well as general and preventative security for questions of order and fire safety or emergencies of any kind.

Under no circumstances does this security cover goods exhibited, nor each exhibitor's private assets. Therefore, the organizer and CCIB accept no liability for assets which are the private property of exhibitors, their employees or persons reporting to them.

Neither does CCIB accept, as a consequence, any liability for the robbery or theft of materials or objects left on the stands, nor for any damage that may be suffered thereby during build-up, exhibition or breakdown. Nonetheless, the organisation shall provide its support for the resolution or processing of any complaint.

Each exhibitor shall be responsible for any objects of value on its stand, and must care for them during build-up, public opening hours and breakdown. Valuable objects suitable to be stoled, shall be kepted underlock.

Once the event is over, the exposed material should be packaged, sealed and labelled to avoid thefts or disappearances. The Organizer and CCIB will not be responsible of these material in any case.

13.4 Private Surveillance for stands: The Exhibitor will have the possibility to hire surveillance service of its stand through the Exhibitor Hub.

13.5 Emergency actuation in CCIB: CCIB provide during all the period, general surveillance in whole the venue in Fire prevention risks. CCIB is responsible about the emergency management (medical, fire, any kind of hazard and natural catastrophes), in Autoprotection Plan context which regulate the venue. In these situations, the exhibitors, contractors and/or subcontractors and their staff are affected by CCIB's Emergency Actuation Plan, under his rules will be act always in coordination, collaboration and under State Security Forces dependency.

- **What to do in emergency case:** Do not block the emergency exits, staying calm, do not expand the panic, inform the Organizer.
- **How to evacuate the area:** use the evacuation ways to the emergency exits, follow the instructions given by megaphony and by emergency staff (uniformed), do not use elevators, remain in the meeting point and wait the instructions.

Inform immediately to security staff about any object, situation or detail, that can be a risk for the security.

13.6 Not corridors occupation – Packaging: The corridors as evacuations ways, has to remain anytime practicable, included during assembly and dismantling periods. All the material should remain inside assembly and dismantling stand building areas, leaving the corridors and the all the other common areas totally free. CCIB cleaning service withdraw any object in these areas, without any right to reclaim liquidated damages. During event celebration will not be possible to place in corridors and other common areas any display, packaging or any object in general. There is a collection, storage and deliver goods and packaging service operated by CCIB Partner (more information about this service in Exhibitor Hub – Operations Manual).

13.7 Fix and mobile instalations: Will be respected the visibility and accesibility of the prevention fire installations: fire hydrants, floor hydrants, extinguishers, alarms, extinguishers equipments by water, emergency exits, etc. even when those are included inside the contracted spaces, as the access to the technical and service areas.

13.8 Fire prevention: The materials used for the stands construction must fulfill the current regulation. In special, the fire resistance of the used material. The used material in floor coating will be EFL, and one used in walls and ceiling construction will be C-s2, d0; the suspended textiles as any kind of curtains will be class 1, according the rule UNE-EN 13773:2003. Besides, decoration elements have to accomplish the same characteristics as construction. Even can not bring any easy ingitable material as bathwater, wood shaving, paper shaving, sawdust, turf, dried leaves, etc.

Art. 14 - Company Trademark Registration – Protection of Industrial and Intellectual Property Rights

14.1 Company Trademark Registration: Exhibitors are required to have regularly registered, patented or licensed the trademarks of the products that they intend to put on show in the exhibition space. If the trademark is pending patent, the Exhibitor must issue to The Organizer a special statement in which it assumes all responsibility for any consequences ensuing from the use of the trademark itself, freeing and clearing The Organizer and any connected companies against any claims from third parties. The trademark itself, freeing and clearing The Organizer and any connected companies against any claims from third parties.

14.2 Protection of Industrial and Intellectual Property Rights: The Exhibitor undertakes as follows: **a)** not to show any product involved in an intellectual property dispute whereby the final judgement ruled against the Exhibitor; and **b)** not to display prototypes and/or objects with trademarks, logos, decorations unless the Exhibitor has obtained all Intellectual Property Rights. By signing the Participation Contract, the Exhibitor assumes all criminal and civil responsibility for everything exhibited on his stand and simultaneously releases The Organizer from all liabilities in the event that other economic parties claim industrial and/or intellectual property of the products in question. The Exhibitor also assumes responsibility for checking if his own rights are breached by other Exhibitors at the Event and agrees not to advance any claims to The Organizer for any damage caused by breach of the provisions in this paragraph.

Art. 15 - Online Catalogue and Promotional Material

The Organizer prepares and distributes promotional material relative to the event itself before, during and after it takes place. The mention of the Exhibitor and Co-Exhibitors indicated by the Exhibitor in the material published by The Organizer on a date prior to the notification of the stand assignment, does not entail automatic participation in the Event. The online Event catalogue will contain the Exhibitors information and the registered co-exhibiting companies received by the prescribed deadline.

Participation in the Event automatically includes the subscription to the online catalogue service. The Organizer provide the Exhibitor with useful tools for the promotion of its companies, in order to ensure the complete and all-encompassing presence of the Exhibitor in the event.

Therefore, the Exhibitor, by accepting these General Terms & Conditions, also grants its approval to the provision of the service and the use of its data by The Organizer.

All responsibility is declined for any omissions, mistaken indications and/or descriptions, typos and/or publication mistakes of the Exhibitor's data and the data of the Company Trademarks as they appear in the online catalogue, promotional materials and/or on the Event signposting. The Organizer has the right to reject or modify the insertion or the wording of the data provided by the exhibitors if deemed appropriate.

Art. 16 - Workshops and other activities

Participation in workshops, dedicated to specific sectors and/or activities organised by The Organizer at the Event and/or as part of specific exclusive areas, including those held in locations outside the exhibition grounds, is reserved exclusively for companies/bodies/institutions that have acquired a participation or sponsorship package at the Event and which are deemed suitable at the sole discretion of The Organizer. In any case, The Organizer has the right to decide the workshops and/or events where the Exhibitors may participate.

Art. 17 - For Fee Services

After the issue of the stand allocation notification, the exhibitor may take advantage of the exhibition's commercial services to be requested through the services catalogue (such as: stand components, stand decorations, lighting bars and hangings, waste disposal services, stand services, etc.). The services available on the services catalogue are not included in the participation fees detailed in Art. 4.

The fees for the services in the services catalogue and the other sums owed to The Organizer and/or to its event partners suppliers providing these services must be paid for without fail at the time of booking these services.

Art. 18 - Forbidden Activities

In general, any activity that may be detrimental to, disturb or harm the normal running of the Event is forbidden. The following activities are absolutely prohibited:

- a) Affect CCIB facilities, neither structural element.
- b) Spraying paint inside the CCIB even any object.
- c) Deliver or expose hazardous substances, flammables, explosive and unhealthy which takes unpleasant smells and can disturb other exhibitors or visitors.
- d) To drill the ground neither fix carpet or building elements with contact glue or similar. Should fix it with adhesive tape. It is as well forbidden paint or fix dowels.
- e) To drill, nail or dipose any kind of fixation in the walls. It is as well forbidden paint or fix dowels.
- f) The use of ballons inflated with light gases on the stands.
- g) Set up anything in corridors.
- h) Adress the light towards outside of the stand.
- i) The use of service gutter to pass any wire of other kind of installation.
- j) The installation of any kind of parabolic antennas in outdoor/indoor areas.
- k) To deal flyers in corridors out the stand perimetre.
- l) Any kind of communication as a comparance with other Exhibitor.
- m) Any kind of flash or flashing light.
- n) To remain in the exhibition area when the venue is close and with out Organizer permission.
- o) To draw, copy, photo or film the objects of any stand with out Exhibitor permission. The Organizer however reserves the right to directly reproduce or to authorise reproduction of group views or close-ups, external or internal and also to permit sales by officially authorised personnel. The Organizer cannot however be held responsible for any unauthorised photographs or filming by third parties.

Art. 19 – Insurance Services

A Civil Liability and Property Damage Insurance Policies are included in all the Participation Options inclusive of the following:

- **Civil liability:** Includes personal and property damage to third parties for which the exhibitor may be liable. The exhibitor accepts a 500€ excess fee.
- **Property damage:** Includes property damage to insured exhibited goods caused by one of the covered risks, with a base insured capital limit of 30.000€, at first loss. The exhibitor accepts an excess fee of 10% of the damage value with a minimum of 150€ and a maximum of 1.500€.
- **Basic risks include:** Fire, explosion, lighting, including damage of electrical origin.

The insurance for robbery, theft or spoliation will be optional and will have to be contracted and covered by each Exhibitor.

The exhibitor must have an insurance coverage against accidents at work of its direct workers and technicians involved in the assembly, if such is the case.

The Organizer disclaim any responsibility for any other risk that due to the participation in the Event, may suffer the Exhibitors, their employees and technicians, as well as facilities and goods displayed.

Art. 20 Photography - Performances – Musical emissions – Musical reproductions and sound maximun level allowed – Use of laser and pulsed light – Food and Beverage – Draws and competitions

20.1. Photography: None of the exhibited products may be photographed or filmed without the authorisation of the exhibitors concerned. The Organizer has the right to photograph, film or draw the installations and stands, including the items displayed therein, and to use these reproductions in their own publications and press.

20.2. Projection of films and musical reproductions: Musical and artistic shows and the use of audiovisual equipment for exhibitor's support are allowed in the stand as long as the volume is under the limit of 60 decibels and does not interfere with the smooth running of the show.

Exhibitors wishing to install sound emitters (voice amplifiers, sound film, audio, DVD video, etc.) for permanent or intermittent operation, shall install them in conditions that do not cause discomfort.

The speakers can not be installed above 1.90 meters high and its orientation must be mandatorily into the stand, never to other exhibitors or hallways. Live music, horns and sirens is prohibited. If these rules are not fulfilled, the Organizer is empowered to restrict demonstrations that do not comply with the provisions and where appropriate to suspend the service power supply or even closure of the stand. Are exempt from this rule activities and facilities that the Organization program for visitors.

The exhibitor intending to liven up your stand by implementing rules by mechanical or electronic device, no player image, is obliged to request AGEDI or entity that, in each case, manage the rights of public communication of phonograms of producers as well as the SGAE or entity that, in each case, manage the rights of authors, the necessary authorizations for public communication of the works.

In case of films, the exhibitor must request the entity that, in each case, manage the rights of public communication of the same timely authorization for public communication of these.

Exhibiting companies wishing to carry out shows and ludic activities, accompanied by music, must communicate them to the organizer for approval. This is without prejudice to the permits and authorizations must be requested from the agencies, entities and competent authorities in the matter.

The Organization is not responsible for the rights between the exhibitor and SGAE and / or AGEDI.

20.3. The use of laser and pulsed light: The law determines clear rules about the use of laser and pulsed light and has to be fulfilled by the exhibitors to guarantee the clients and visitor's security. The Organizer will not be responsible of the use of these elements, only the Exhibitor who has to fulfill the established requirements.

20.4. Food & Beverage: CCIB has exclusively the Food & Beverage service, this is why any Exhibitor or client who wants bring their own catering will be assume the tax indicated by CCIB. It is recommended to contact directly with CCIB to get more information about catering service contracting o tax payments (telephone +34 93 230 10 00).

Also, it is totally forbidden to sell any food or drinks during the event. The exhibitor who pretend to do sampling actions of drinks or foods, has to communicate to the Organizer and obtain the authorization in advance the action. The food and drinks offered by the Exhibitors in their booth has to be consumed inside stand perimetre or in the determined áreas by the Organizer. In case foods and drinks will be delivered to be consumed outside the stand should be communicated and aproved by the Organizer. In case to do it without Organizer permission, the Exhibitor will assume the extra charge in regards food and drinks waste cleaning.

20.5 Draws and competitions: Any draw or competition realized by the Exhibitor, should be informed in advance to the Organizer. In any case, every draw, toss, raffle, tombola or aleatory combination; should to have the "Dirección General del Juego y de Espectáculos authorization", and in accordance with "Reglamento de rifas, tómbolas y combinaciones aleatorias".

The Organizer will not have any responsibility in regards these matters.

Art. 21 - Modifications to the General Terms and Conditions and Sanctions for Non-compliance

The Organizer reserves the right to introduce rules and provisions notwithstanding these General Terms and Conditions, as deemed fit for better control of the Event and inherent services.

These rules and provisions shall replace those in these General Terms and Conditions and shall therefore carry the same obligation.

In the case of non-compliance with these General Terms and Conditions or subsequent modifications and in virtue of their powers of vigilance, The Organizer may exclude the Exhibitor in question from subsequent editions of the Event.

Art. 22 - Force Majeure, Special Circumstances and Exclusion of Liability

In the case of special circumstances, force majeure or in the event of causes not attributable to the Organizer, the latter may: modify the date of the Event and/or cancel the Event, either entirely or in part. In this case the Organizer may use the sums paid by Exhibitors, with no obligation to refund the latter, to pay debts incurred with third parties, also for partial organisation costs of any kind; and Exhibitors shall make no claims to the Organizer for damages or of any other kind.

In the same way, the Organizer shall not be responsible in any way for the adoption of safety measures in the workplace and for products that are the responsibility of Exhibitors and/or parties authorised by the same.

For all matters not covered by these General Terms & Conditions of Participation for exhibitors, the organization will issue the relevant rule and the decision will be binding on the exhibitors and implying no claims or any compensation.

Art. 23 - Exhibitor's Personal Data Processing

In compliance with the provisions of the European General Data Protection Regulation 679/2016 of April 27, information and E-Commerce Services Act 34/2002 and other legal provisions Exhibitors are informed that the personal data that voluntarily supply, including e-mail address, shall be incorporated into a NEBEXT computerized personal data file. In supplying their personal data, they expressly authorize its use in the communications for the purposes of sending, also via automated calling systems, fax, e-mail, SMS, MMS, Whatsapp or other communication channels, advertising material, direct sales, completing market research or commercial communications that NEBEXT carries out on the activities that it organizes and/or support with its logistics.

Exhibitors are also informed that their personal data may be forwarded, with a duty of confidentiality, to NEBEXT partner companies, provided that this is required for the latter to perform the contracted services.

Exhibitors may exercise their access, correction, cancellation and objection rights regarding this data by sending an e-mail at: Nebext: data@nebext.com, Nebext – Next Business Exhibitions S.L. Calle O'Donnell, 12 planta 2 – 28002 Madrid.

Art. 24 – Acceptance, Indemnity and Governing Law

By signing the Participation Contract the Exhibitor unconditionally accepts and agrees to comply with these General Terms and conditions of Participation of PICK&PACK 2020 forming an integral part of this Participation Contract. This also implies acceptance of all general application rules issued by CCIB for all the Trade Shows held in their fairgrounds.

Any query, question or divergence that may arise between the Exhibitors and the Organizer with regard to the interpretation, fulfilment and execution of these Regulations of Participation, the General Terms and Conditions of the exhibition are applicable and will be submitted to the Arbitration of Equity referred to in Law 60/2003 of 23rd December of the legal system of arbitration, entrusting the administration of the Arbitration and the designation of the arbitrator to the Arbitration Tribunal of Barcelona.